

AMENDED SPECIAL ORDINANCE NO. S- 84-73

AN AMENDED SPECIAL ORDINANCE fixing the salaries of each and every appointive officer, employee, deputy, assistant, departmental and institutional head of the City of Fort Wayne, Indiana for the year 1974.

WHEREAS, historically the salaries of the employees of the City of Fort Wayne have been determined arbitrarily without careful attention being paid the duties performed by the individual employees, and in some instances on the basis of personality rather than job responsibility and performance; and

WHEREAS, this situation has resulted in a salary schedule which is riddled with inequity and injustice and, because there has been no careful analysis of the duties of the various employees, this situation has also resulted in the employment of more persons than are required for the efficient functioning of the government of the City of Fort Wayne; and

WHEREAS, the manner in which the salary schedule has been administered has produced a situation detrimental to the City of Fort Wayne in that it has become increasingly difficult to recruit and retain superior personnel, morale and job performance are adversely affected; and salary costs are unnecessarily high insofar as they reflect the employment of unnecessary personnel; and

WHEREAS, an independent committee of of Fort Wayne businessmen, denominated as the Salary Review Committee, has conducted an evaluation of the duties performed by each and every employee of the City and of the degree of responsibility exercised in the performance of such duties; and

WHEREAS, said Committee has further conducted an analysis of the duties and responsibilities imposed upon certain employees of the City by statute; and

WHEREAS, such evaluation and analysis have enabled the Mayor of the City of Fort Wayne to, and the Mayor in fact has, prepared a classification of the position of each employee of the City, which classification is based solely upon the aforesaid evaluation and analysis and which has resulted in a system of classification based solely upon objective factors and without regard to personalties; and

WHEREAS, within each such classification there is a schedule of salary ranges which permits an even greater degree of objectivity in fixing salaries by permitting recognition to be given to such factors as the individual employee's experience, special skills and the like; and

WHEREAS, the Mayor of the City of Fort Wayne has fixed the salary of each employee of the City of Fort Wayne according to the aforesaid classification, the result being, a salary schedule which accurately and objectively reflects the duties and responsibilities of said employees and which is fair and equitable and which provides an incentive for persons to seek employment by the City and to remain in such employment once attained.

WHEREAS, the funds for such salaries are to be provided from the 1974 City Budget and other such sources as may be specified by Council.

THEREFORE, be it ordained by the Common Council of the City of Fort Wayne, That:

SECTION 1. That from and after the first day of January, 1974, the following appointive officers, employees, deputies, assistants, departmental and institutional heads of the City of Fort Wayne shall be paid according to the following schedule of salary ranges and position classifications, subject to budgetary provisions and the City's official Salary Administration Plan:

<u>SCHEDULE OF SALARY GRADE</u>		
<u>Grade</u>		<u>Fixed</u>
1	\$	6,500
2		7,100
3		7,650
4		8,200
5		8,850
6		9,500
7		10,200
8		10,990
9		11,800
10		12,700
11		13,600
12		14,600
13		15,700
14		16,800
15		18,000
16		19,250
17		20,600
18		21,900
19		22,400
20		22,500

The following paragraphs outline classification groupings based upon common areas of skill and responsibility, and the criteria for assigning positions within a grouping to a specific pay grade:

CLASSIFICATION GROUPINGS

- I. Management and Finance
  - Executive Staff
  - Administrative Assistants
  - Department Management and Assistants
  - Finance Operations
  - Budgeting and Accounting
    - Accountant
    - Specialist
    - Bookkeeper
    - Accounting Clerk
  - Purchasing
  - Legal
  - Parks and Recreation
- II. Engineering and Allied
  - Engineering Management
  - Professional Engineers
  - Sub-Professional Engineers
  - Draftsmen
  - Survey Parties and Inspectors
  - Data Processing Specialists
- III. Public Safety
  - Fire
  - Police
  - Weights and Measures
  - Emergency Preparedness
- IV. Office and Clerical
  - Office Managers
  - Executive Secretary
  - Secretary A
  - Secretary B
  - Stenographer A
  - Stenographer B
  - Clerk Typist A
  - Clerk Typist B
  - General Clerk A
  - General Clerk B
  - Receptionist
- V. Public Services
  - Utilities
  - Street Department
- VI. Trades, Crafts and Labor
  - Building Trades
  - Machine Shop Trades
  - Electrical Trades
  - General Maintenance/Custodial and Labor

## EXPLANATION OF CLASSIFICATION GROUPINGS

For all jobs within the City job structure - Civil City and City Utilities - there are six basic, broad groupings into which any job would fall. These classification groupings and explanations are:

### I. Management and Finance

This group would include jobs such as those of Members of the Executive Staff, Administrative Assistants, Department Heads and their Assistants (except those specifically excluded by inclusion in the other five groups), workers primarily involved in Financial Operations (including budgeting, accounting, and bookkeeping), and management and staff members of Purchasing, Legal and Park departments.

Since this grouping includes the Mayor and any staff member included in the above functions but not excluded by inclusion in one of the other five groupings, its range is from grade 20-4.

### II. Engineering and Allied

This group would include engineering-type jobs in both the management and staff of engineering departments and any engineering-type staff functions in non-engineering departments. Such functions would be professional and para-professional engineers, draftsmen, members of survey parties, inspectors of city facilities or structures or property covered by city ordinances, and members of data processing teams.

Since this grouping is limited to persons with specialized knowledge which is limited to a specific field, its range is from grade 16-6.

### III. Public Safety

This group would include staff and management jobs within such departments as Police, Fire, Communications, Weights and Measures, and Civil Defense, and any job within any other departments - such as the Humane Shelter and the Park Department - when the job is primarily concerned with public safety.

Since this grouping includes such highly specialized and demanding jobs as the Chiefs of Fire and Police and also some jobs that have little demand, such as Kennel Worker, its range is from grade 17-3.

### IV. Office and Clerical

This group would include only those workers who function as Office Managers, Secretaries, Stenographers, Clerk Typists, Clerks or Receptionists.

Since this grouping is so limited and normally lacking in great demand, its range is from grade 7-1.

### V. Public Services

This group is limited specifically to certain kinds of City Utilities jobs. Therefore, it includes no Civil City jobs.

VI. Trades, Crafts and Labor

This group would include a variety of jobs in which work is done primarily by skill or sweat. It would include such areas as Building Trades, Machine Shop Trades, Electrical Trades, Custodial Work, and General Repair, Maintenance and Labor.

Since this grouping includes some highly skilled and responsible jobs such as Traffic Engineering's Sign and Marking Supervisor but primarily jobs that demand very little, its range is from grade 12-1.

CRITERIA FOR RATINGS  
Grades 1 thru 20

GROUPING I: Management and Finance

The top three grades (20-19-18) are reserved for those City Administration officials - management or staff - whose decisions or counsel normally would affect the operation of at least a major portion of City manpower and resources utilization or the administration of at least a major service to the City, affecting all City residents and their well-being.

20: Reserved for the top administrative officials in City management.

19: Reserved for officials whose responsibilities and decisions affect practically all City operations and services and thereby the well-being of practically all City residents.

18: Reserved for officials whose responsibilities, decisions, and counsel affect practically all City operations and services - but whose decisions and counsel are channeled through at least one official in either Grade 20 or 19.

Grades 17 and 16, in addition to Grades 20 - 19 - 18, are reserved for heads of major departments or assistants whose responsibilities, decisions and counsel affect practically all City operations and services. Grades 17 and 16 are reserved for officials whose decisions and counsel are channeled through at least one official in either Grade 19 or 18.

17: Official whose expertise in a specific area significantly affects a majority of City operations and services.

16: Official whose expertise in a specific area significantly affects a specific major function within City operations and services.

Grades 15 and below: No major department heads.

Grades 15 - 14 - 13 are reserved for assistants to major department heads, whose specialized knowledge enables them to serve in a special function to the City, with responsibilities which can affect many City operations and services.

15: Assistant to a major department head, with decision-making responsibilities that will affect a major segment of City operations and services.

14: Assistant to a major department head, with advisory responsibilities that can affect a major segment of City operations and services.

13: Assistant to a major department heads, with advisory and/or service responsibilities that can affect many City operations and services.

Grades 12 - 11 - 10 - 9 are reserved for intermediate assistants to department heads, whose specific knowledge or skills enables them to serve in a technical or special service function primarily to their respective departments and secondarily to the City in general.

12: General knowledge enables them to assist in their departments in a primarily technical capacity. Responsibilities can affect many City operations and services.

11: General knowledge or skills enables them to assist in their departments in coordinating general technical functions of other employees.

10: General knowledge or skills enables them to assist in their departments in coordinating minor technical functions of other employees and/or in performing intermediate technical or special service functions.

9: Specialized skills enables them to assist in their departments in coordinating minor non-technical functions of other employees and/or in performing general technical or service functions.

Grades 8 - 7 - 6 - 5 - 4 are reserved for staff members who generally assist in departmental functions and who have specific skills primarily in minor technical or intermediate service areas. Any supervision or coordination of the activities of others would be restricted to general coordination of the activities of non-employees.

8: Skills enable them to assist in their departments in performing general technical or service functions.

7: Skills enable them to assist in their departments in performing semi-routine technical functions.

6: Skills enable them to assist in their departments in performing routine technical functions.

5: Skills enable them to assist in their departments in performing intermediate service functions.

4: Skills enable them to assist in their departments in performing general service functions.

Grade U (Unclassified) is reserved for professionals who work for and earn part-time salaries.

## GROUPING II: Engineering and Allied

## Engineering and Related Job Descriptions, Compared

16: Engineering Management - Administers municipal structure or facility planning, construction and maintenance programs. Coordinates activities of various engineering groups within a department. Reviews plans, locations, contracts and cost estimates for technical and legal accuracy. Approves acceptable proposals and makes corrective recommendations. Directs research, formulates engineering policies and procedures, and oversees preparation of budget. Directs members of department in preparation of reports. Minimum requirements: pertinent college degree and 5 years of pertinent experience, and a professional engineer's license where required by law.

14: Project Engineer - Specializes in an important phase of the administration of municipal structure or facility planning, design, construction and maintenance. Oversees an engineering group which plans, designs, constructs, or maintains structures or facilities, or coordinates the activities of more than one of these groups. Minimum requirements: pertinent college degree and 1 year of pertinent experience.

12: Junior Engineer - Specializes in an important phase of the planning, design, construction, or maintenance of municipal structures and facilities. Has broad engineering knowledge that enables him to assist others in department, particularly within his own group. (May serve as a minor coordinator of a specialized engineering skill area between more than one group. May oversee a small group, if educational requirement is not met but experience requirement is met.) Minimum requirements: a pertinent college degree or equivalent experience.

11: Data Programmer - Analyzes and defines programs for data processing equipment. Is generally competent in most phases of programming to work on his own, and requires only general guidance. Develops diagrams and machine logic flow charts, and codes and prepares test data. Revises and refines programs as required, and documents all procedures used while programming. Minimum requirements: has pertinent technical school certificate or has 2 years of pertinent experience.

10: Engineering Technician - Specializes in a technical skill area within the planning, design, construction, or maintenance of municipal structures or facilities. Has basic engineering knowledge, specifically in his specialty area. Does not oversee the work of any group. Minimum requirements: has pertinent 2 year technical school certificate or is working towards a pertinent college degree or has 3 years of pertinent experience.

10: Draftsman - Prepares clear, complete and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering purposes, according to specified dimensions. Makes final sketches. Checks dimensions and materials. Exercises manual skill with all drafting tools. Utilizes knowledge of various engineering practices, mathematics, materials, and other physical sciences and legal references. Minimum requirements: has pertinent technical school certificate or has 2 years of pertinent experience.



- 9: Data Processing Technician - Operates computers utilizing established programs or programs under development. Loads computers and manipulates controls on console in accordance with programmed instructions. Observes functioning of equipment, detects nature of errors or equipment failure, and makes adjustments to console. Maintains operating records making minor program changes and maintenance of statistical computations. Minimum requirements: has pertinent technical school certificate or has 1 year of pertinent experience.
- 9: Survey Technician A - Surveys earth's surface. Oversees engineering survey party engaged in determining exact location and measurements of points, elevations, lines, areas, and contours of earth's surface to secure data used for construction, mapmaking, land valuation, etc. Keeps accurate notes, records and sketches of work performed. Uses surveying instruments and verifies by calculations the accuracy of survey data secured. Otherwise known as Instrument Man. (May direct Survey Technician B in adjusting surveying instruments.) Minimum requirements: has 1 year of pertinent experience.
- 9: Inspector A - Inspects work and materials used in municipal engineering projects. Oversees an inspection team engaged in determining adherence to laws and codes and the quality of workmanship and materials used, and in checking to see that engineering specifications are adhered to. Keeps records and notes on all inspections, and files reports. (May direct Inspector B in various inspection duties, including laboratory or workbench testing or analysis.) Minimum requirements: has 1 year of pertinent experience.
- 8: Survey Technician B - Assists Survey Technician A in surveying earth's surface to secure data for construction, mapmaking, land valuation, etc. Holds or moves rod or target on rod, following hand or verbal instructions, to establish exact point required. Writes station number and reading in notebook. Uses steel or cloth tape or chain to measure distance. Marks measuring points. Carries and drives stakes. Otherwise known as Rodman and/or Chainman.
- 8: Inspector B - Under direction from Inspector A, inspects work and materials used in municipal engineering projects. Assists in determining adherence to laws and codes and the quality of workmanship and materials used. Checks to see that engineering specifications are adhered to. Keeps records and notes on all inspections, and files reports. (May perform laboratory or workbench testing or analysis.)
- 8: Junior Draftsman - Prepares most, but not all, of the duties listed for Draftsman; but does not work under the direction of an engineer. Minimal schooling and experience required.
- 6: Technical Aide - Basic entry level category in engineering operations. Must have a high school education. No experience necessary. Assists all categories in routine engineering operations.

GROUPING III: Public Safety

- 17: The Chief of a major public safety department.
- 16: A Chief's uniformed first chief assistant who is second in command in a major department.
- 15: A Chief's uniformed second chief assistant who is responsible for regular projects, or a first chief assistant (second in command) in a supporting department.
- 14: Head of (non-uniformed) public safety department which coordinates other departments' functions, or a Chief's uniformed second chief assistant who is responsible for special as opposed to regular projects.
- 13: Unfilled.
- 12: Uniformed officer holding fourth rank within department, and having specialized function over one area of public safety.
- 11: Uniformed officer holding third rank within department, or director of department where there are no rankings.
- 10: Uniformed officer holding second rank within department, or assistant to department director where there are no rankings. Or non-uniformed, skilled work requiring considerable technical knowledge.
- 9: Uniformed officer holding first rank within department, or having special function without rank.
- 8: Uniformed officer holding no specific rank.
- 7: First six-months category for uniformed officers.
- 6: Skilled work directly related to public safety. Non-uniform. Requiring intermediate technical knowledge.
- 5: Trainee category for uniformed jobs.
- 4: Semi-skilled work directly related to public safety. Non-uniform. Requiring minimum technical knowledge.
- 3: Semi-skilled work indirectly related to public safety. Non-uniform. Requiring minimum technical knowledge.

## GROUPING IV: Office and Clerical

## Clerical and Related Job Descriptions, Compared.

7: Office Manager - Supervises and coordinates the activities of a clerical staff in a department. Prepares work schedules and expedites workflow. Reviews work performed. Estimates office budget and inventory needs, and purchases supplies. Prepares records and reports. (May assist in all phases of clerical work, such as typing, taking dictation, filing, etc.) Should have at least the same typing and shorthand speeds as a Secretary A.

7: Executive Secretary - Maintains official city records. Prepares memorandums outlining and explaining administrative procedures and policies for supervisors. Handles details in arranging for conferences. Performs all the duties of a Secretary A. (May direct clerical workers as would an Office Manager.) Should have at least the same typing and shorthand speeds as a Secretary A.

6: Secretary A - Performs all duties of Secretary B, Stenographer A, and Receptionist. Normally is personal secretary to major department head. (May be senior secretary in a department with more than one secretary.) Minimum required speeds: 65 w.p.m. in typing; 100 w.p.m. in shorthand.

5: Secretary B - Schedules appointments, greets visitors, gives information to callers, takes and transcribes dictation, and otherwise relieves officials of clerical work and minor administrative and business details. Performs all duties of Clerk Typist A and Receptionist. Minimum required speeds: 55 w.p.m. in typing; 70 w.p.m. in shorthand.

5: Stenographer A - Takes dictation in shorthand of specialized correspondence and reports and transcribes dictation, using typewriter. Performs all duties of Clerk Typist A. (May transcribe material from sound recordings. May perform duties of Receptionist.) Minimum required speeds: 65 w.p.m. in typing; 100 w.p.m. in shorthand.

4: Stenographer B - Takes dictation in shorthand of general correspondence and reports and transcribes dictation, using typewriter. Performs various duties of Clerk Typist B and Clerk A. (May perform duties of Receptionist.) Minimum required speed 55 w.p.m. in typing; 70 w.p.m. in shorthand.

3: Clerk Typist A - Performs systematic clerical work requiring use of typewriter in majority of duties. Performs duties of Clerk Typist B and Clerk A. Computes amounts using adding machine or calculator. (May take some dictation. May perform duties of Receptionist.) Minimum required speeds: 55 w.p.m. in typing; no shorthand required.

2: Clerk Typist B - Performs general clerical work requiring use of typewriter in majority of duties. Compiles and types reports, bills application forms, etc. File records and reports, posts information to records, sorts and distributes mail, and answers telephone. Minimum required speeds: 40 w.p.m. in typing; no shorthand required.

2: Clerk A - Performs variety of following and similar clerical duties, requiring knowledge of systems and procedures: Copies data. Compiles records and reports. Computes wages and payments. Records orders for merchandise or service. Gives information to claimants, employees, and the public. Receives, counts and pays out cash. Prepares and sends out receipts, bills, invoices, statements and checks. Prepares office inventory. Opens and routes mail.

1: Clerk B.- Performs any combination of following and similar clerical tasks, not requiring knowledge of systems and procedures: Writes or types bills, receipts, checks, etc. Copies information from one record to another. Sorts and files records. Addresses envelopes. Answers telephone and conveys messages.

1: Receptionist - Receives clients or public coming into department. Ascertains their wants, and directs them accordingly. Obtains visitor's name, records it and time of visit. (May make appointments and answer general questions. May perform some filing and typing. May distribute mail and messages.)

GROUPING V: Public Services

This grouping has been reserved for jobs specifically related to City Utilities functions, and therefore it does not figure in Civil City job classification.

GROUPING VI: Trades, Crafts and Labor

- 12: Skilled labor requiring considerable technical knowledge and skill, considerable specialized schooling in a craft or trade, and the ability to supervise and coordinate the activities of more than one group of workers - some skilled, some semi-skilled, and some unskilled.
- 11: Skilled labor requiring considerable technical knowledge and skill, considerable specialized schooling in a craft or trade, and the ability to supervise a group of skilled workers.
- 10: Skilled labor requiring considerable technical knowledge and skill, and considerable specialized schooling in a craft or trade.
- 9: Skilled labor requiring considerable technical knowledge and skill, and some specialized schooling in a craft or trade.
- 8: Skilled labor requiring considerable technical knowledge and skill.
- 7: Skilled labor requiring some proven technical knowledge and skill, or semi-skilled labor requiring considerable skill.
- 6: Skilled labor requiring either some proven technical knowledge and enough experience to supervise a small group of unskilled laborers, if required.
- 5: Semi-skilled labor requiring some proven technical, but not supervision would ever be required.
- 4: Apprenticeship grade for jobs requiring skilled labor.
- 3: Semi-skilled labor requiring a proven degree of responsibility.
- 2: Unskilled labor requiring a proven degree of responsibility.
- 1: Unskilled or semi-skilled labor performed under close supervision.

THEREFORE, as stated in paragraph 1 Section 1, pay for each and every position is fixed at the maximum salary for the corresponding pay grade in accordance with the criteria established above.

DEPARTMENT	POSITION	GRADE
<u>GROUPING I: Management &amp; Finance</u>		
Mayor's Office	Mayor	20
Controller's Office	Controller	19
Board of Works	Chairman	19
Board of Safety	Director	19
Mayor's Office	Administrative Assistant	18
Department of Community Development & Planning	Director, Community Development & Planning	18
Board of Works	Member of Board - Human Resources Director	18
Board of Works	Member of Board - City Engineer	18
Park Department	Director, Parks & Recreation	18
Board of Aviation	Airport Manager	18
Redevelopment Commission	Executive Director	18
Controller's Office	Deputy Controller	17
Police	Legal Advisor	17
City Plan	Senior Planner	17
Metro Human Relations Commission	Executive Director	17
Human Resources	Deputy Director	17
Street Department	Street Commissioner	16
Park Department	Deputy Director	16
City Clerk's Office	City Clerk	16
Purchasing	Director	16
City Plan	Land Use Administrator	15
Street Department	Assistant Street Commissioner	15
Board of Works	Administrative Assistant	15

CIVIL-CITY  
JOBS BY GROUPING & BY GRADE

DEPARTMENT	POSITION	GRADE
Board of Safety	Administrative Assistant	15
Park Department	Assistant Director, Parks	15
Park Department	Assistant Director, Recreation	15
Controller's Office	Administrator, Federal Funds	14
Purchasing	Assistant Purchasing Dir.	14
City Plan	Associate Planner	14
Human Resources	EEO Officer	14
Board of Aviation	Administrative Assistant	14
Redevelopment Commission	Urban Renewal Planner	14
Metro Human Relations Commission	Deputy Director	13
Park Department	Zoo Director	13
Parking Administration	Parking Administrator	13
Board of Works	Director, Citizens Assistance	13
Board of Aviation	Business Manager	13
Redevelopment Commission	Administrative Assistant	13
Purchasing	Senior Buyer	12
Controller's Office	Cost Accountant	12
City Plan	Zoning Administrator	12
City Plan	Assistant Planner	12
Redevelopment Commission	Project Site Coordinator	12
Park Department	Supervisor A	11
City Plan	Project Technician	11
Board of Works	Clerk to Board	11
Purchasing	Buyer	10
Metro Human Relations Commission	Human Relations Representative	10



CIVIL-CITY  
JOBS BY GROUPING & BY GRADE

DEPARTMENT	POSITION	GRADE
Park Department	Supervisor B	10
Human Resources	Citizen Participation Specialist	10
Human Resources	Program Assistant	10
City Plan	Ass't. Project Technician	10
Park Department	Supervisor C	9
Human Resources	Veterans' Services Officer	9
Board of Aviation	Terminal Area Supervisor	8
Human Resources	Ass't. Citizens Participation Specialist	7
Controller's Office	Bookkeeping Machine Operator	7
Park Department	Bookkeeper & Office Manager	7
City Clerk's Office	Deputy City Clerk	6
Controller's Office	Payroll Clerk	6
Controller's Office	Accounting Clerk	6
Human Resources	Training Coordinator	5
Park Department	Recreation Leader A	5
Board of Works	Assistant, Citizens Assistance	5
Park Department	Recreation Leader B	4
Board of Safety	Member of the Board	U
City Attorney's Office	Associate City Attorney	U
City Controller's Office	Councilman	U
City Attorney's Office	City Attorney	U
City Clerk's Office	City Council Attorney	U

CIVIL-CITY  
JOBS BY GROUPING & BY GRADE

DEPARTMENT	POSITION	GRADE
<u>GROUPING II: Engineering &amp; Allied</u>		
<u>Street Engineering</u>	Street Engineer	16
<u>Traffic Engineering</u>	Traffic Engineer	16
<u>Street Engineering</u>	Ass't. Street Engineer	15
<u>Traffic Engineering</u>	Ass't. Traffic Engineer	15
<u>Street Engineering</u>	Project Engineer	14
<u>Police</u>	Chemist	14
<u>Street Engineering</u>	Junior Engineer	12
<u>Traffic Engineering</u>	Junior Engineer	12
<u>Traffic Engineering</u>	Data Programmer	11
<u>Street Engineering</u>	Engineering Technician	10
<u>Traffic Engineering</u>	Engineering Technician	10
<u>Street Engineering</u>	Laboratory Technician	10
<u>Street Engineering</u>	Draftsman	10
<u>Redevelopment Commission</u>	Draftsman	10
<u>Traffic Engineering</u>	Data Processing Technician	9
<u>Board of Works</u>	Inspector A	9
<u>Street Engineering</u>	Inspector A	9
<u>Permit Department</u>	Inspector A	9
<u>Street Engineering</u>	Survey Technician A	9
<u>Street Engineering</u>	Survey Technician B	8
<u>Street Engineering</u>	Inspector B	8
<u>Permit Department</u>	Inspector B	8
<u>City Plan</u>	Junior Draftsman	8
<u>Street Engineering</u>	Technical Aide	6
<u>Permit Department</u>	Permit Engineer (Part-time)	U

CIVIL-CITY  
JOBS BY GROUPING & BY GRADE

DEPARTMENT	POSITION	GRADE
<u>GROUPING III: Public Safety</u>		
<u>Communications</u>	Superintendent	17
<u>Fire Department</u>	Fire Chief	17
<u>Police</u>	Chief of Police	17
<u>Fire Department</u>	Combat Chief	16
<u>Police</u>	Deputy Chief	16
<u>Communications</u>	Ass't. Superintendent	15
<u>Fire Department</u>	Ass't. Chief, Combat Division	15
<u>Fire Department</u>	Ass't. Chief, Administrative Assistant	15
<u>Fire Department</u>	Ass't. Chief, Fire Prevention Chief	15
<u>Fire Department</u>	Ass't. Chief, Chief of Training Division	15
<u>Fire Department</u>	Ass't. Chief, Chief of Technical Services	15
<u>Police</u>	Inspector	14
<u>Emergency Services</u>	Coordinator	14
<u>Emergency Medical Service</u>	Coordinator	14
<u>Communications</u>	Chief of Dispatch	12
<u>Fire Department</u>	Arson Chief	12
<u>Fire Department</u>	District Chief	12
<u>Humane Shelter</u>	Manager	12
<u>Police</u>	Captain	11
<u>Fire Department</u>	Platoon Captain	11
<u>Board of Aviation</u>	Chief, Fire Crash Rescue and Security	11
<u>Weights &amp; Measures</u>	Inspector	10
<u>Communications</u>	Lieutenant	10
<u>Communications</u>	Senior Technician	10
<u>Police</u>	Lieutenant	10
<u>Fire Department</u>	Captain	10

CIVIL-CITY  
JOBS BY GROUPING & BY GRADE

DEPARTMENT	POSITION	GRADE
Fire Department	Fire Prevention Captain	10
Fire Department	Captain, Mechanic	10
Fire Department	Captain, Training	10
Board of Aviation	Lieutenant, Fire Crash Rescue and Security	10
Communications	Radio Technician	9
Communications	Sergeant	9
Police	1st Sergeant	9
Police	Detective Sergeant	9
Police	Patrol Sergeant	9
Police	Desk Sergeant	9
Humane Shelter	Special Humane Officer	9
Fire Department	Lieutenant	9
Parking Administration	Parking Control Officer	8
Communications	Dispatcher	8
Fire Department	Firefighter	8
Police	Patrolman	8
Park Department	Park Service Officer	8
Humane Shelter	Humane Officer	8
Board of Aviation	Firefighters, Fire Crash Rescue and Security	8
Communications	Dispatcher (1st 6 months)	7
Fire Department	Firefighter (1st 6 months)	7
Police	Patrolman (1st 6 months)	7
Emergency Medical Service	Technician	6
Weights & Measures	Assistant Inspector	6
Communications	Trainee	5

[illegible]

CIVIL-CITY  
JOBS BY GROUPING & BY GRADE

DEPARTMENT	POSITION	GRADE
<u>GROUPING IV: Office and Clerical</u>		
<u>Mayor's Office</u>	Executive Secretary	7
<u>Controller's Office</u>	Executive Secretary	7
<u>Police</u>	Office Manager (Civilian)	7
<u>Purchasing</u>	Secretary A	6
<u>Human Resources</u>	Secretary A	6
<u>Metro Human Relations Commission</u>	Secretary A	6
<u>Board of Works</u>	Secretary A	6
<u>Street Engineering</u>	Secretary A	6
<u>Board of Safety</u>	Secretary A	6
<u>Communications</u>	Secretary A	6
<u>City Plan</u>	Secretary A	6
<u>City Attorney's Office</u>	Secretary A	6
<u>Mayor's Office</u>	Secretary B	5
<u>Board of Works</u>	Minute Record Clerk	5
<u>Street Engineering</u>	Secretary B	5
<u>Street Department</u>	Secretary B	5
<u>Fire Department</u>	Secretary B	5
<u>Police</u>	Secretary B	5
<u>Traffic Engineering</u>	Secretary B	5
<u>Permit Department</u>	Secretary B	5
<u>Park Department</u>	Stenographer A	5
<u>City Clerk's Office</u>	Secretary B	5
<u>Board of Aviation</u>	Secretary B	5
<u>Redevelopment Commission</u>	Secretary B	5



CIVIL-CITY  
JOBS BY GROUP & BY GRADE[illegible]



DEPARTMENT	POSITION	GRADE
<u>GROUPING VI: Trades, Crafts &amp; Labor</u>		
<u>Traffic Engineering</u>	Sign & Marking Supervisor	12
<u>Traffic Engineering</u>	Signal Foreman	11
<u>Traffic Engineering</u>	Signal Electrician	10
<u>Board of Aviation</u>	Water Filtration and Softener Plant Supervisor	10
<u>Traffic Engineering</u>	Signal Apprentice A	9
<u>Police</u>	1st Class Mechanic	8
<u>Traffic Engineering</u>	Painter 1st Class	7
<u>Board of Aviation</u>	Water Filtration and Softener Plant Operator	7
<u>Traffic Engineering</u>	Signal Apprentice B	7
<u>Parking Administration</u>	Repair & Maintenance Man	6
<u>Police</u>	2nd Class Mechanic	6
<u>Board of Works</u>	Truck Driver	6
<u>Traffic Engineering</u>	Painter 2nd Class	5
<u>Police</u>	Mechanic's Helper	5
<u>Police</u>	Wash & Gas Man	3
<u>Traffic Engineering</u>	Painter 3rd Class	3
<u>Board of Works</u>	Laborer	3
<u>Parking Administration</u>	Attendant	2
<u>Traffic Engineering</u>	Painter 4th Class	1

Read the first time in full and on motion by Hinga, seconded by Talarico, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 197\_\_\_\_, at \_\_\_\_\_ o'clock P.M., E.S.T.

Date: July 27 73

Charles W. Whetstone  
CITY CLERK

Read the third time in full and on motion by Hinga, seconded by Talarico, and duly adopted, placed on its passage.

Passed (~~LAST~~) by the following vote:

AYES	<u>7</u>	NAYS	<u>2</u>	ABSTAINED	_____	ABSENT	_____	to-wit:
BURNS	<input checked="" type="checkbox"/>	_____	_____	_____	_____	_____	_____	
HINGA	<input checked="" type="checkbox"/>	_____	_____	_____	_____	_____	_____	
KRAUS	<input checked="" type="checkbox"/>	_____	_____	_____	_____	_____	_____	
MOSES	_____	<input checked="" type="checkbox"/>	_____	_____	_____	_____	_____	
NUCKOLS	<input checked="" type="checkbox"/>	_____	_____	_____	_____	_____	_____	
SCHMIDT, D.	_____	<input checked="" type="checkbox"/>	_____	_____	_____	_____	_____	
SCHMIDT, V.	<input checked="" type="checkbox"/>	_____	_____	_____	_____	_____	_____	
STIER	<input checked="" type="checkbox"/>	_____	_____	_____	_____	_____	_____	
TALARICO	<input checked="" type="checkbox"/>	_____	_____	_____	_____	_____	_____	

DATE: July 31, 1973

Charles W. Whetstone  
CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (Zoning Map) (General) (Annexation) (Special) (Appropriation) Ordinance (Resolution) No. S-84-73 on the 31st day of July, 1973.

ATTEST: (SEAL)

Charles W. Whetstone  
CITY CLERK

L. E. Moss Jr.  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 1st day of August, 1973, at the hour of 12:30 o'clock P. M., E.S.T.

Charles W. Whetstone  
CITY CLERK

Approved and signed by me this 1st day of August, 1973, at the hour of 12:45 o'clock P. M., E.S.T.

John A. Johnson  
MAYOR

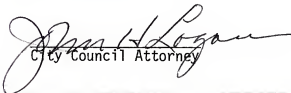
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3 SECTION 2. There is hereby established a Salary Review Board,  
4 which Board shall consist of the Mayor of the City of Fort Wayne, the  
5 Controller of the City, the Personnel Director of the City, the  
6 Finance Committee of the Common Council of the City, the three  
7 members of the aforesaid Salary Review Committee and a representative  
8 of the news media. The Personnel Director of the City shall serve  
9 as ex officio chairman of said Salary Review Board and shall call  
10 meetings of the Board from time to time as the business of said  
11 Board requires. The Mayor shall select the representative of the  
12 news media who shall attend each meeting of said Board and he may  
13 select a different representative for each meeting. Said represent-  
14 ative may take part in the discussions of said Board but shall have no

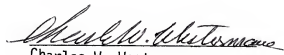
July 31, 1973-----Amendment so ordered by City Council.  
Starting from line 19-27

There shall be no such sub-classifications established, no compensation fixed herein, and no increases in the compensation fixed herein unless such action has the approval of the majority of the members of said Council Finance Committee or their valid proxy at the meeting of said Salary Review Board where such action is taken. The person holding the proxy of a member of said Finance Committee shall be a member of the Common Council selected by the member of said Finance Committee who is absent.

All meetings shall be held after 7:00 P.M. for each meeting, and notice of each meeting shall be given in writing to the City Clerk by said Personnel Director or Chairman so as to reach said City Clerk at least 48 hours prior to each said meeting.

Approved as to form  
and legality

  
City Council Attorney

  
Charles W. Westerman  
City Clerk

31 the Parking Meter Fund, and thirty (30) percent shall be paid from  
32 the City Parking Garage.

33 SECTION 4. All sworn officers, up to and including Captains,  
34 regularly assigned to "B" and "C" shifts of the Fort Wayne Police  
35 Department, shall receive a shift differential as follows:

1  
2  
3 SECTION 2. There is hereby established a Salary Review Board,  
4 which Board shall consist of the Mayor of the City of Fort Wayne, the  
5 Controller of the City, the Personnel Director of the City, the  
6 Finance Committee of the Common Council of the City, the three  
7 members of the aforesaid Salary Review Committee and a representative  
8 of the news media. The Personnel Director of the City shall serve  
9 as ex officio chairman of said Salary Review Board and shall call  
10 meetings of the Board from time to time as the business of said  
11 Board requires. The Mayor shall select the representative of the  
12 news media who shall attend each meeting of said Board and he may  
13 select a different representative for each meeting. Said represent-  
14 ative may take part in the discussions of said Board but shall have no  
15 vote.

16 The Salary Review Board shall a) establish any and all sub-  
17 classifications within classifications 11 through 20; b) approve  
18 all compensation fixed by this 1974 Salary Ordinance; and c) approve  
19 any future increases in the compensations fixed herein. [REDACTED]  
20 [REDACTED]  
21 [REDACTED]  
22 [REDACTED]  
23 [REDACTED]  
24 [REDACTED]  
25 [REDACTED]  
26 [REDACTED]  
27 [REDACTED]

*Handwritten:* J. H. Connelley  
J. H. Connelley  
J. H. Connelley

28 SECTION 3. That from and after the first day of January, 1974,  
29 the yearly compensation of the Parking Administrator, shall be paid  
30 bi-weekly installments: seventy (70) percent shall be paid from  
31 the Parking Meter Fund, and thirty (30) percent shall be paid from  
32 the City Parking Garage.

33 SECTION 4. All sworn officers, up to and including Captains,  
34 regularly assigned to "B" and "C" shifts of the Fort Wayne Police  
35 Department, shall receive a shift differential as follows:

1. Those regularly assigned to "B" shift, or any shift beginning between 12 Noon and 3:00 P.M., shall have added to their regularly determined earnings 5% of the base patrolman's salary for such pay period.
2. Those regularly assigned to "C" shift, or any shift beginning between 9:00 P.M. and 12 Midnight, shall have added to their regularly determined earnings 10% of the base patrolman's salary for such pay period.

Those eligible for the shift differential shall not include patrolmen with less than six months seniority, civilian employees, any officers regularly assigned to the Communications Department, or the Department of Traffic Engineering.

In no event shall the base salary of a first class patrolman, within the meaning of Burns Indiana Statutes Section 48-6403, be considered as including the shift differential for police pension purposes.

SECTION 5. All sworn personnel of the Fort Wayne Police Department being regularly employed as police officers shall receive a monetary incentive for successfully completing courses at an accredited college or university as follows:

1. From 1-60 semester hours, or 1-90 quarter hours, the officer shall receive a bonus of \$10 per year for every semester or quarter hour completed.
2. In excess of 60 semester hours or 90 quarter hours, the officer shall receive a bonus of \$10 per year for every semester hour completed.
3. An additional bonus of \$300 per year shall be granted to all officers receiving a four-year baccalaureate degree or its equivalent. Those receiving a two-year associate degree or its equivalent, shall receive a bonus in the amount of \$150. In no case shall the bonus for an earned degree exceed \$300, or a total bonus for any one officer exceed \$1,500.

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6 4. Those attending police-oriented seminars, con-  
7 ferences, institutes, or schools shall receive 1/2  
8 semester hour or 3/4 quarter hour of credit upon  
9 successful completion of the course.

10 The bonuses shall be added to the officer's regularly  
11 determined earnings. In no event shall the base salary of a first  
12

SECTION 6. All sworn personnel of the Fort Wayne Police and Fire Departments being regularly employed as police officers, firefighters and all communication officers are hereby granted a salary increase of \$1,000.00 for the calendar year 1974 over the salary fixed for the calendar year 1973. The base salary for all first class patrolmen, all firefighters and all dispatchers shall be \$10,087 for the calendar year 1974.

July 31, 1973-----Amendment so ordered by City Council.  
starting from line 18-23

Approved as to form  
and legality

*Sam H. Logan*  
City Attorney  
Council

*Charles W. Westerman*  
Charles W. Westerman  
City Clerk

29 any section, clause, sentence, paragraph,  
30 part or provision of this Ordinance shall be held invalid by any  
31 court, it shall be conclusively presumed that this Ordinance would  
32 have been passed by the Common Council without such invalid section  
33 clause, sentence, paragraph, part or provision.  
34  
35

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6 4. Those attending police-oriented seminars, con-  
7 ferences, institutes, or schools shall receive 1/2  
8 semester hour or 3/4 quarter hour of credit upon  
9 successful completion of the course.

10 The bonuses shall be added to the officer's regularly  
11 determined earnings. In no event shall the base salary of a first  
12 class patrolman, within the meaning of Burns Indiana Statutes  
13 Annotated Section 48-6403, be considered as including the educat-  
14 ional bonus for police pension purposes.

15 Those eligible for the educational incentive program shall  
16 not include officers regularly assigned to the Communications  
17 Department or the Department of Traffic Engineering.

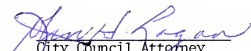
18 [REDACTED]  
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28 [REDACTED]


29 SECTION 7. In no event shall the base salary assigned  
30 any classification in Grouping III be higher than the base salary  
31 assigned the lowest paid position in the next highest classifica-  
32 tion in Grouping III.

33 SECTION 8. If any section, clause, sentence, paragraph,  
34 part or provision of this Ordinance shall be held invalid by any  
35 court, it shall be conclusively presumed that this Ordinance would  
have been passed by the Common Council without such invalid section  
clause, sentence, paragraph, part or provision.

SECTION 9. This Ordinance shall be in full force and effect from and after its passage, and approval by the Mayor.

Approved as to form  
and legality

  
City Council Attorney

  
Charles W. Westerman  
City Clerk

Approved as to form and  
legality:

  
City Attorney

  
Council Attorney



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6 SECTION 9. This Ordinance shall be in full force and  
7 effect from and after its passage, approval by the Mayor and legal  
8 publication thereof.

9  
10 William I. Zinga  
11 Councilman

12 Approved as to form and  
13 legality:

14 Michael B. Lee  
15 City Attorney

16 James H. Logan  
17 Council Attorney  
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## EXPLANATION OF CLASSIFICATION GROUPINGS

For all jobs within the City job structure - Civil City and City Utilities - there are six basic, broad groupings into which any job would fall. These classification groupings and explanations are:

### I. Management and Finance

This group would include jobs such as those of Members of the Executive Staff, Administrative Assistants, Department Heads and their Assistants (except those specifically excluded by inclusion in the other five groups), workers primarily involved in Financial Operations (including budgeting, accounting, and bookkeeping), and management and staff members of Purchasing, Legal and Park departments.

Since this grouping includes the Mayor and any staff member included in the above functions but not excluded by inclusion in one of the other five groupings, its range is from grade 20-4.

### II. Engineering and Allied

This group would include engineering-type jobs in both the management and staff of engineering departments and any engineering-type staff functions in non-engineering departments. Such functions would be professional and para-professional engineers, draftsmen, members of survey parties, inspectors of city facilities or structures or property covered by city ordinances, and members of data processing teams.

Since this grouping is limited to persons with specialized knowledge which is limited to a specific field, its range is from grade 16-6.

### III. Public Safety

This group would include staff and management jobs within such departments as Police, Fire, Communications, Weights and Measures, and Civil Defense, and any job within any other departments - such as the Humane Shelter and the Park Department - when the job is primarily concerned with public safety.

Since this grouping includes such highly specialized and demanding jobs as the Chiefs of Fire and Police and also some jobs that have little demand, such as Kennel Worker, its range is from grade 17-3.

### IV. Office and Clerical

This group would include only those workers who function as Office Managers, Secretaries, Stenographers, Clerk Typists, Clerks or Receptionists.

Since this grouping is so limited and normally lacking in great demand, its range is from grade 7-1.

### V. Public Services

This group is limited specifically to certain kinds of City Utilities jobs. Therefore, it includes no Civil City jobs.

VI. Trades, Crafts and Labor

This group would include a variety of jobs in which work is done primarily by skill or sweat. It would include such areas as Building Trades, Machine Shop Trades, Electrical Trades, Custodial Work, and General Repair, Maintenance and Labor.

Since this grouping includes some highly skilled and responsible jobs such as Traffic Engineering's Sign and Marking Supervisor but primarily jobs that demand very little, its range is from grade 12-1.

CRITERIA FOR RATINGS  
Grades 1 thru 20

GROUPING I: Management and Finance

The top three grades (20-19-18) are reserved for those City Administration officials - management or staff - whose decisions or counsel normally would affect the operation of at least a major portion of City manpower and resources utilization or the administration of at least a major service to the City, affecting all City residents and their well-being.

20: Reserved for the top administrative official in City management.

19: Reserved for officials whose responsibilities and decisions affect practically all City operations and services and thereby the well-being of practically all City residents.

18: Reserved for officials whose responsibilities, decisions, and counsel affect practically all City operations and services - but whose decisions and counsel are channeled through at least one official in either Grade 20 or 19.

Grades 17 and 16, in addition to Grades 20 - 19 - 18, are reserved for heads of major departments or assistants whose responsibilities, decisions and counsel affect practically all City operations and services. Grades 17 and 16 are reserved for officials whose decisions and counsel are channeled through at least one official in either Grade 19 or 18.

17: Official whose expertise in a specific area significantly affects a majority of City operations and services.

16: Official whose expertise in a specific area significantly affects a specific major function within City operations and services.

Grades 15 and below: No major department heads.

Grades 15 - 14 - 13 are reserved for assistants to major department heads, whose specialized knowledge enables them to serve in a special function to the City, with responsibilities which can affect many City operations and services.

15: Assistant to a major department head, with decision-making responsibilities that will affect a major segment of City operations and services.

14: Assistant to a major department head, with advisory responsibilities that can affect a major segment of City operations and services.

13: Assistant to a major department heads, with advisory and/or service responsibilities that can affect many City operations and services.

Grades 12 - 11 - 10 - 9 are reserved for intermediate assistants to department heads, whose specific knowledge or skills enables them to serve in a technical or special service function primarily to their respective departments and secondarily to the City in general.

12: General knowledge enables them to assist in their departments in a primarily technical capacity. Responsibilities can affect many City operations and services.

11: General knowledge or skills enables them to assist in their departments in coordinating general technical functions of other employees.

10: General knowledge or skills enables them to assist in their departments in coordinating minor technical functions of other employees and/or in performing intermediate technical or special service functions.

9: Specialized skills enables them to assist in their departments in coordinating minor non-technical functions of other employees and/or in performing general technical or service functions.

Grades 8 - 7 - 6 - 5 - 4 are reserved for staff members who generally assist in departmental functions and who have specific skills primarily in minor technical or intermediate service areas. Any supervision or coordination of the activities of others would be restricted to general coordination of the activities of non-employees.

8: Skills enable them to assist in their departments in performing general technical or service functions.

7: Skills enable them to assist in their departments in performing semi-routine technical functions.

6: Skills enable them to assist in their departments in performing routine technical functions.

5: Skills enable them to assist in their departments in performing intermediate service functions.

4: Skills enable them to assist in their departments in performing general service functions.

Grade U (Unclassified) is reserved for professionals who work for and earn part-time salaries.

## GROUPING II: Engineering and Allied

### Engineering and Related Job Descriptions, Compared

16: Engineering Management - Administers municipal structure or facility planning, construction and maintenance programs. Coordinates activities of various engineering groups within a department. Reviews plans, locations, contracts and cost estimates for technical and legal accuracy. Approves acceptable proposals and makes corrective recommendations. Directs research, formulates engineering policies and procedures, and oversees preparation of budget. Directs members of department in preparation of reports. Minimum requirements: pertinent college degree and 5 years of pertinent experience, and a professional engineer's license where required by law.

14: Project Engineer - Specializes in an important phase of the administration of municipal structure or facility planning, design, construction and maintenance. Oversees an engineering group which plans, designs, constructs, or maintains structures or facilities, or coordinates the activities of more than one of these groups. Minimum requirements: pertinent college degree and 1 year of pertinent experience.

12: Junior Engineer - Specializes in an important phase of the planning, design, construction, or maintenance of municipal structures and facilities. Has broad engineering knowledge that enables him to assist others in department, particularly within his own group. (May serve as a minor coordinator of a specialized engineering skill area between more than one group. May oversee a small group, if educational requirement is not met but experience requirement is met.) Minimum requirements: a pertinent college degree or equivalent experience.

11: Data Programmer - Analyzes and defines programs for data processing equipment. Is generally competent in most phases of programming to work on his own, and requires only general guidance. Develops diagrams and machine logic flow charts, and codes and prepares test data. Revises and refines programs as required, and documents all procedures used while programming. Minimum requirements: has pertinent technical school certificate or has 2 years of pertinent experience.

10: Engineering Technician - Specializes in a technical skill area within the planning, design, construction, or maintenance of municipal structures or facilities. Has basic engineering knowledge, specifically in his specialty area. Does not oversee the work of any group. Minimum requirements: has pertinent 2 year technical school certificate or is working towards a pertinent college degree or has 3 years of pertinent experience.

10: Draftsman - Prepares clear, complete and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering purposes, according to specified dimensions. Makes final sketches. Checks dimensions and materials. Exercises manual skill with all drafting tools. Utilizes knowledge of various engineering practices, mathematics, materials, and other physical sciences and legal references. Minimum requirements: has pertinent technical school certificate or has 2 years of pertinent experience.

- 9: Data Processing Technician - Operates computers utilizing established programs or programs under development. Loads computers and manipulates controls on console in accordance with programmed instructions. Observes functioning of equipment, detects nature of errors or equipment failure, and makes adjustments to console. Maintains operating records making minor program changes and maintenance of statistical computations. Minimum requirements: has pertinent technical school certificate or has 1 year of pertinent experience.
- 9: Survey Technician A - Surveys earth's surface. Oversees engineering survey party engaged in determining exact location and measurements of points, elevations, lines, areas, and contours of earth's surface to secure data used for construction, mapmaking, land valuation, etc. Keeps accurate notes, records and sketches of work performed. Uses surveying instruments and verifies by calculations the accuracy of survey data secured. Otherwise known as Instrument Man. (May direct Survey Technician B in adjusting surveying instruments.) Minimum requirements: has 1 year of pertinent experience.
- 9: Inspector A - Inspects work and materials used in municipal engineering projects. Oversees an inspection team engaged in determining adherence to laws and codes and the quality of workmanship and materials used, and in checking to see that engineering specifications are adhered to. Keeps records and notes on all inspections, and files reports. (May direct Inspector B in various inspection duties, including laboratory or workbench testing or analysis.) Minimum requirements: has 1 year of pertinent experience.
- 8: Survey Technician B - Assists Survey Technician A in surveying earth's surface to secure data for construction, mapmaking, land valuation, etc. Holds or moves rod or target on rod, following hand or verbal instructions, to establish exact point required. Writes station number and reading in notebook. Uses steel or cloth tape or chain to measure distance. Marks measuring points. Carries and drives stakes. Otherwise known as Rodman and/or Chainman.
- 8: Inspector B - Under direction from Inspector A, inspects work and materials used in municipal engineering projects. Assists in determining adherence to laws and codes and the quality of workmanship and materials used. Checks to see that engineering specifications are adhered to. Keeps records and notes on all inspections, and files reports. (May perform laboratory or workbench testing or analysis.)
- 8: Junior Draftsman - Prepares most, but not all, of the duties listed for Draftsman; but does not work under the direction of an engineer. Minimal schooling and experience required.
- 6: Technical Aide - Basic entry level category in engineering operations. Must have a high school education. No experience necessary. Assists all categories in routine engineering operations.

### GROUPING III: Public Safety

- 17: The Chief of a major public safety department.
- 16: A Chief's uniformed first chief assistant who is second in command in a major department.
- 15: A Chief's uniformed second chief assistant who is responsible for regular projects, or a first chief assistant (second in command) in a supporting department.
- 14: Head of (non-uniformed) public safety department which coordinates other departments' functions, or a Chief's uniformed second chief assistant who is responsible for special as opposed to regular projects.
- 13: Unfilled.
- 12: Uniformed officer holding fourth rank within department, and having specialized function over one area of public safety.
- 11: Uniformed officer holding third rank within department, or director of department where there are no rankings.
- 10: Uniformed officer holding second rank within department, or assistant to department director where there are no rankings. Or non-uniformed, skilled work requiring considerable technical knowledge.
- 9: Uniformed officer holding first rank within department, or having special function without rank.
- 8: Uniformed officer holding no specific rank.
- 7: First six-months category for uniformed officers.
- 6: Skilled work directly related to public safety. Non-uniform. Requiring intermediate technical knowledge.
- 5: Trainee category for uniformed jobs.
- 4: Semi-skilled work directly related to public safety. Non-uniform. Requiring minimum technical knowledge.
- 3: Semi-skilled work indirectly related to public safety. Non-uniform. Requiring minimum technical knowledge.



#### GROUPING IV: Office and Clerical

##### Clerical and Related Job Descriptions, Compared.

7: Office Manager - Supervises and coordinates the activities of a clerical staff in a department. Prepares work schedules and expedites workflow. Reviews work performed. Estimates office budget and inventory needs, and purchases supplies. Prepares records and reports. (May assist in all phases of clerical work, such as typing, taking dictation, filing, etc.) Should have at least the same typing and shorthand speeds as a Secretary A.

7: Executive Secretary - Maintains official city records. Prepares memorandums outlining and explaining administrative procedures and policies for supervisors. Handles details in arranging for conferences. Performs all the duties of a Secretary A. (May direct clerical workers as would an Office Manager.) Should have at least the same typing and shorthand speeds as a Secretary A.

6: Secretary A. - Performs all duties of Secretary B, Stenographer A, and Receptionist. Normally is personal secretary to major department head. (May be senior secretary in a department with more than one secretary.) Minimum required speeds: 65 w.p.m. in typing; 100 w.p.m. in shorthand.

5: Secretary B - Schedules appointments, greets visitors, gives information to callers, takes and transcribes dictation, and otherwise relieves officials of clerical work and minor administrative and business details. Performs all duties of Clerk Typist A and Receptionist. Minimum required speeds: 55 w.p.m. in typing; 70 w.p.m. in shorthand.

5: Stenographer A - Takes dictation in shorthand of specialized correspondence and reports and transcribes dictation, using typewriter. Performs all duties of Clerk Typist A. (May transcribe material from sound recordings. May perform duties of Receptionist.) Minimum required speeds: 65 w.p.m. in typing; 100 w.p.m. in shorthand.

4: Stenographer B - Takes dictation in shorthand of general correspondence and reports and transcribes dictation, using typewriter. Performs various duties of Clerk Typist B and Clerk A. (May perform duties of Receptionist.) Minimum required speeds: 55 w.p.m. in typing; 70 w.p.m. in shorthand.

3: Clerk Typist A - Performs systematic clerical work requiring use of typewriter in majority of duties. Performs duties of Clerk Typist B and Clerk A. Computes amounts using adding machine or calculator. (May take some dictation. May perform duties of Receptionist.) Minimum required speeds: 55 w.p.m. in typing; no shorthand required.

2: Clerk Typist B - Performs general clerical work requiring use of typewriter in majority of duties. Compiles and types reports, bills application forms, etc. Files records and reports, posts information to records, sorts and distributes mail, and answers telephone. Minimum required speeds: 40 w.p.m. in typing; no shorthand required.

2: Clerk A - Performs variety of following and similar clerical duties, requiring knowledge of systems and procedures: Copies data. Compiles records and reports. Computes wages and payments. Records orders for merchandise or service. Gives information to claimants, employees, and the public. Receives, counts and pays out cash. Prepares and sends out receipts, bills, invoices, statements and checks. Prepares office inventory. Opens and routes mail.

1: Clerk B. - Performs any combination of following and similar clerical tasks, not requiring knowledge of systems and procedures: Writes or types bills, receipts, checks, etc. Copies information from one record to another. Sorts and files records. Addresses envelopes. Answers telephone and conveys messages.

1: Receptionist - Receives clients or public coming into department. Ascertains their wants, and directs them accordingly. Obtains visitor's name, records it and time of visit. (May make appointments and answer general questions. May perform some filing and typing. May distribute mail and messages.)

GROUPING V: Public Services

This grouping has been reserved for jobs specifically related to City Utilities functions, and therefore it does not figure in Civil City job classification.

GROUPING VI: Trades, Crafts and Labor

- 12: Skilled labor requiring considerable technical knowledge and skill, considerable specialized schooling in a craft or trade, and the ability to supervise and coordinate the activities of more than one group of workers - some skilled, some semi-skilled, and some unskilled.
- 11: Skilled labor requiring considerable technical knowledge and skill, considerable specialized schooling in a craft or trade, and the ability to supervise a group of skilled workers.
- 10: Skilled labor requiring considerable technical knowledge and skill, and considerable specialized schooling in a craft or trade.
- 9: Skilled labor requiring considerable technical knowledge and skill, and some specialized schooling in a craft or trade.
- 8: Skilled labor requiring considerable technical knowledge and skill.
- 7: Skilled labor requiring some proven technical knowledge and skill, or semi-skilled labor requiring considerable skill.
- 6: Skilled labor requiring either some proven technical knowledge and enough experience to supervise a small group of unskilled laborers, if required.
- 5: Semi-skilled labor requiring some proven technical, but not supervision would ever be required.
- 4: Apprenticeship grade for jobs requiring skilled labor.
- 3: Semi-skilled labor requiring a proven degree of responsibility.
- 2: Unskilled labor requiring a proven degree of responsibility.
- 1: Unskilled or semi-skilled labor performed under close supervision.

THEREFORE, as stated in paragraph 1 Section 1, pay for each and every position is fixed at the maximum salary for the corresponding pay grade in accordance with the criteria established above.

DEPARTMENT	POSITION	GRADE
<u>GROUPING I: Management &amp; Finance</u>		
Mayor's Office	Mayor	20
Controller's Office	Controller	19
Board of Works	Chairman	19
Board of Safety	Director	19
Mayor's Office	Administrative Assistant	18
Department of Community Development & Planning	Director, Community Development & Planning	18
Board of Works	Member of Board - Human Resources Director	18
Board of Works	Member of Board - City Engineer	18
Park Department	Director, Parks & Recreation	18
Board of Aviation	Airport Manager	18
Redevelopment Commission	Executive Director	18
Controller's Office	Deputy Controller	17
Police	Legal Advisor	17
City Plan	Senior Planner	17
Metro Human Relations Commission	Executive Director	17
Human Resources	Deputy Director	17
Street Department	Street Commissioner	16
Park Department	Deputy Director	16
City Clerk's Office	City Clerk	16
Purchasing	Director	16
City Plan	Land Use Administrator	15
Street Department	Assistant Street Commissioner	15
Board of Works	Administrative Assistant	15

CIVIL-CITY  
JOBS BY GROUPING & BY GRADE

DEPARTMENT	POSITION	GRADE
Board of Safety	Administrative Assistant	15
Police	Police Educator	15
Park Department	Assistant Director, Parks	15
Park Department	Assistant Director, Recreation	15
Controller's Office	Administrator, Federal Funds	14
Purchasing	Assistant Planner	14
City Plan	Associate Planner	14
Human Resources	EEO Officer	14
Board of Aviation	Administrative Assistant	14
Redevelopment Commission	Urban Renewal Planner	14
Metro Human Relations Commission	Deputy Director	13
Park Department	Zoo Director	13
Parking Administration	Parking Administrator	13
Board of Works	Director, Citizens Assistance	13
Board of Aviation	Business Manager	13
Redevelopment Commission	Administrative Assistant	13
Purchasing	Senior Buyer	12
Controller's Office	Cost Accountant	12
City Plan	Zoning Administrator	12
City Plan	Assistant Planner	12
Redevelopment Commission	Project Site Coordinator	12
Park Department	Supervisor A	11
City Plan	Project Technician	11
Board of Works	Clerk to Board	11
Purchasing	Buyer	10
Metro Human Relations Commission	Human Relations Representative	10

## JOBS BY GROUPING &amp; BY GRADE

DEPARTMENT	POSITION	GRADE
Park Department	Supervisor B	10
Human Resources	Citizen Participation Specialist	10
Human Resources	Social Services Coordinator	10
Human Resources	Program Assistant	10
City Plan	Ass't. Project Technician	10
Park Department	Supervisor C	9
Human Resources	Veterans' Services Officer	9
Board of Aviation	Terminal Area Supervisor	8
Human Resources	Ass't. Citizens Participation Specialist	7
Controller's Office	Bookkeeping Machine Operator	7
Park Department	Bookkeeper & Office Manager	7
City Clerk's Office	Deputy City Clerk	6
Controller's Office	Payroll Clerk	6
Controller's Office	Accounting Clerk	6
Human Resources	Training Coordinator	5
Park Department	Recreation Leader A	5
Board of Works	Assistant, Citizens Assistance	5
Park Department	Recreation Leader B	4
Board of Safety	Member of the Board	U
City Attorney's Office	Associate City Attorney	U
City Controller's Office	Councilman	U
City Attorney's Office	City Attorney	U
City Clerk's Office	City Council Attorney	U

JOBS BY GROUPING & BY GRADE

<u>PARTMENT</u>	<u>POSITION</u>	<u>GRADE</u>
<u>GROUPING II: Engineering &amp; Allied</u>		
<u>Street Engineering</u>	<u>Street Engineer</u>	<u>16</u>
<u>Traffic Engineering</u>	<u>Traffic Engineer</u>	<u>16</u>
<u>Street Engineering</u>	<u>Ass't. Street Engineer</u>	<u>15</u>
<u>Traffic Engineering</u>	<u>Ass't. Traffic Engineer</u>	<u>15</u>
<u>Street Engineering</u>	<u>Project Engineer</u>	<u>14</u>
<u>Police</u>	<u>Chemist</u>	<u>14</u>
<u>Street Engineering</u>	<u>Junior Engineer</u>	<u>12</u>
<u>Traffic Engineering</u>	<u>Junior Engineer</u>	<u>12</u>
<u>Traffic Engineering</u>	<u>Data Programmer</u>	<u>11</u>
<u>Street Engineering</u>	<u>Engineering Technician</u>	<u>10</u>
<u>Traffic Engineering</u>	<u>Engineering Technician</u>	<u>10</u>
<u>Street Engineering</u>	<u>Laboratory Technician</u>	<u>10</u>
<u>Street Engineering</u>	<u>Draftsman</u>	<u>10</u>
<u>Redevelopment Commission</u>	<u>Draftsman</u>	<u>10</u>
<u>Traffic Engineering</u>	<u>Data Processing Technician</u>	<u>9</u>
<u>Board of Works</u>	<u>Inspector A</u>	<u>9</u>
<u>Street Engineering</u>	<u>Inspector A</u>	<u>9</u>
<u>Permit Department</u>	<u>Inspector A</u>	<u>9</u>
<u>Street Engineering</u>	<u>Survey Technician A</u>	<u>9</u>
<u>Street Engineering</u>	<u>Survey Technician B</u>	<u>8</u>
<u>Street Engineering</u>	<u>Inspector B</u>	<u>8</u>
<u>Permit Department</u>	<u>Inspector B</u>	<u>8</u>
<u>City Plan</u>	<u>Junior Draftsman</u>	<u>8</u>
<u>Street Engineering</u>	<u>Technical Aide</u>	<u>6</u>
<u>Traffic Engineering</u>	<u>Technical Aide</u>	<u>6</u>
<u>Permit Department</u>	<u>Permit Engineer (Part-time)</u>	<u>U</u>



JOBS BY GROUPING & BY GRADE

DEPARTMENT	POSITION	GRADE
<u>GROUPING III: Public Safety</u>		
<u>Communications</u>	Superintendent	17
<u>Fire Department</u>	Fire Chief	17
<u>Police</u>	Chief of Police	17
<u>Fire Department</u>	Combat Chief	16
<u>Police</u>	Deputy Chief	16
<u>Communications</u>	Ass't. Superintendent	15
<u>Fire Department</u>	Ass't. Chief, Combat Division	15
<u>Fire Department</u>	Ass't. Chief, Administrative Assistant	15
<u>Fire Department</u>	Ass't. Chief, Fire Prevention Chief	15
<u>Fire Department</u>	Ass't. Chief, Chief of Training Division	15
<u>Fire Department</u>	Ass't. Chief, Chief of Technical Services	15
<u>Police</u>	Inspector	14
<u>Emergency Services</u>	Coordinator	14
<u>Emergency Medical Service</u>	Coordinator	14
<u>Communications</u>	Chief of Dispatch	12
<u>Fire Department</u>	Arson Chief	12
<u>Fire Department</u>	District Chief	12
<u>Humane Shelter</u>	Manager	12
<u>Police</u>	Captain	11
<u>Fire Department</u>	Platoon Captain	11
<u>Board of Aviation</u>	Chief, Fire Crash Rescue and Security	11
<u>Weights &amp; Measures</u>	Inspector	10
<u>Communications</u>	Lieutenant	10
<u>Communications</u>	Senior Technician	10
<u>Police</u>	Lieutenant	10
<u>Fire Department</u>	Captain	10

## JOBS BY GROUPING &amp; BY GRADE

PARTMENT	POSITION	GRADE
Fire Department	Fire Prevention Captain	10
Fire Department	Captain, Mechanic	10
Fire Department	Captain, Training	10
Board of Aviation	Lieutenant, Fire Crash Rescue and Security	10
Communications	Radio Technician	9
Communications	Sergeant	9
Police	1st Sergeant	9
Police	Detective Sergeant	9
Police	Patrol Sergeant	9
Police	Desk Sergeant	9
Humane Shelter	Special Humane Officer	9
Fire Department	Lieutenant	9
Parking Administration	Parking Control Officer	8
Communications	Dispatcher	8
Fire Department	Firefighter	8
Police	Patrolman	8
Park Department	Park Service Officer	8
Humane Shelter	Humane Officer	8
Board of Aviation	Firefighters, Fire Crash Rescue and Security	8
Communications	Dispatcher (1st 6 months)	7
Fire Department	Firefighter (1st 6 months)	7
Police	Patrolman (1st 6 months)	7
Emergency Medical Service	Technician	6
Weights & Measures	Assistant Inspector	6
Communications	Trainee	5

JOBS BY GROUP & BY GRADE

[illegible]

## JOBS BY GROUPING &amp; BY GRADE

DEPARTMENT	POSITION	GRADE
<u>GROUPING IV: Office and Clerical</u>		
<u>Mayor's Office</u>	Executive Secretary	7
<u>Controller's Office</u>	Executive Secretary	7
<u>Police</u>	Office Manager	7
<u>Purchasing</u>	Secretary A	6
<u>Human Resources</u>	Secretary A	6
<u>Metro Human Relations Commission</u>	Secretary A	6
<u>Board of Works</u>	Secretary A	6
<u>Street Engineering</u>	Secretary A	6
<u>Board of Safety</u>	Secretary A	6
<u>Communications</u>	Secretary A	6
<u>City Plan</u>	Secretary A	6
<u>City Attorney's Office</u>	Secretary A	6
<u>Mayor's Office</u>	Secretary B	5
<u>Board of Works</u>	Minute Record Clerk	5
<u>Street Engineering</u>	Secretary B	5
<u>Street Department</u>	Secretary B	5
<u>Fire Department</u>	Secretary B	5
<u>Police</u>	Secretary B	5
<u>Traffic Engineering</u>	Secretary B	5
<u>Permit Department</u>	Secretary B	5
<u>Park Department</u>	Stenographer A	5
<u>City Clerk's Office</u>	Secretary B	5
<u>Board of Aviation</u>	Secretary B	5
<u>Redevelopment Commission</u>	Secretary B	5

## JOBS BY GROUP &amp; BY GRADE

[illegible]

[illegible]

GRADE

JOBS BY GROUPING & BY GRADE

DEPARTMENT	POSITION	GRADE
<u>GROUPING VI: Trades, Crafts &amp; Labor</u>		
<u>Traffic Engineering</u>	Sign & Marking Supervisor	12
<u>Traffic Engineering</u>	Signal Foreman	11
<u>Traffic Engineering</u>	Signal Electrician	10
<u>Board of Aviation</u>	Water Filtration and Softener Plant Supervisor	10
<u>Traffic Engineering</u>	Signal Apprentice A	8
<u>Police</u>	1st Class Mechanic	8
<u>Traffic Engineering</u>	Painter 1st Class	7
<u>Board of Aviation</u>	Water Filtration and Softener Plant Operator	7
<u>Traffic Engineering</u>	Signal Apprentice B	7
<u>Parking Administration</u>	Repair & Maintenance Man	6
<u>Police</u>	2nd Class Mechanic	6
<u>Board of Works</u>	Truck Driver	6
<u>Traffic Engineering</u>	Painter 2nd Class	5
<u>Police</u>	Mechanic's Helper	5
<u>Police</u>	Wash & Gas Man	3
<u>Traffic Engineering</u>	Painter 3rd Class	3
<u>Board of Works</u>	Laborer	3
<u>Parking Administration</u>	Attendant	2
<u>Traffic Engineering</u>	Painter 4th Class	1

SECTION 2. That from and after the first day of January, 1974, the yearly compensation of the Parking Administrator, shall be paid in bi-weekly installments: seventy (70) percent shall be paid from the Parking Meter Fund, and thirty (30) percent shall be paid from the City Parking Garage.

SECTION 3. All sworn officers, up to and including Captains, regularly assigned to "B" and "C" shifts of the Fort Wayne Police Department, shall receive a shift differential as follows:

1. Those regularly assigned to "B" shift, or any shift beginning between 12 Noon and 3:00 P.M., shall have added to their regularly determined earnings 5% of the base patrolman's salary for such pay period.
2. Those regularly assigned to "C" shift, or any shift beginning between 9:00 P.M. and 12 Midnight, shall have added to their regularly determined earnings 10% of the base patrolman's salary for such pay period.

Those eligible for the shift differential shall not include Patrolmen with less than six months seniority, civilian employees, any officers regularly assigned to the Communications Department, or the Department of Traffic Engineering.

In no event shall the base salary of a first class patrolman, within the meaning of Burns Indiana Statutes Annotated Section 48-6403, be considered as including the shift differential for police pension purposes.

SECTION 4. All sworn personnel of the Fort Wayne Police Department being regularly employed as police officers shall receive a monetary incentive for successfully completing courses at an accredited college or university as follows:

1. From 1-60 semester hours, or 1-90 quarter hours, the officer shall receive a bonus of \$10 per year for every semester or quarter hour completed.
2. In excess of 60 semester hours or 90 quarter hours, the officer shall receive a bonus of \$10 per year for every semester hour completed.
3. An additional bonus of \$300 per year shall be granted to all officers receiving a four-year baccalaureate degree or its equivalent. Those receiving a two-year associate degree or its equivalent, shall receive a bonus in the amount of \$150. In no case shall the bonus for an earned degree exceed \$300, or a total bonus for any one officer exceed \$1,500.
4. Those attending police-oriented seminars, conferences, institutes, or schools shall receive  $\frac{1}{2}$  semester hour or  $\frac{3}{4}$  quarter hour of credit upon successful completion of the course.



The bonuses shall be added to the officer's regularly determined earnings. In no event shall the base salary of a first class patrolman, within the meaning of Burns Indiana Statutes Annotated Section 48-6403, be considered as including the educational bonus for police pension purposes.

Those eligible for the educational incentive program shall not include officers regularly assigned to the Communications Department or the Department of Traffic Engineering.

SECTION 5. All first class patrolmen, all firefighters and all dispatchers shall receive a base salary of \$10,087.00.

SECTION 6. In no event shall the base salary assigned any classification in Grouping III be higher than the base salary assigned the lowest paid position in the next highest classification in Grouping III.

William T. Hing  
Councilman

Approved as to form  
and legality

Paul B. Allen  
City Attorney.

Bill No. S-73-07-11 (Amended)

REPORT OF THE COMMITTEE ON FINANCE

We, your Committee on FINANCE to whom was referred an Ordinance  
AN AMENDED SPECIAL ORDINANCE fixing the salaries of  
each and every appointive officer, employee, deputy,  
assistant, department and institutional head of the  
City of Fort Wayne, Indiana for the year 1974.

have had said Ordinance under consideration and beg leave to report back to the Common  
Council that said Ordinance Do PASS.

William T. Hinga - Chairman

John Nuckols - Vice-Chairman

James S. Stier

Samuel J. Talarico

Paul M. Burns

William T. Hinga  
John Nuckols  
James S. Stier  
Samuel J. Talarico

DATE 7-31-73 CONCURRED IN  
CHARLES W. WESTERMAN, CITY CLERK

D-73-07-11

SPECIAL ORDINANCE, NO. \_\_\_\_\_

AN ORDINANCE fixing the salaries of each and every appointive officer, employee, deputy, assistant, departmental and institutional head of the City of Fort Wayne, Indiana for the year 1974.

WHEREAS, historically the salaries of the employees of the City of Fort Wayne have been determined arbitrarily without careful attention being paid the duties performed by the individual employees, and in some instances on the basis of personality rather than job responsibility and performance; and

WHEREAS, this situation has resulted in a salary schedule which is riddled with inequity and injustice and, because there has been no careful analysis of the duties of the various employees, this situation has also resulted in the employment of more persons than are required for the efficient functioning of the government of the City of Fort Wayne; and

WHEREAS, the manner in which the salary schedule has been administered has produced a situation detrimental to the City of Fort Wayne in that it has become increasingly difficult to recruit and retain superior personnel, morale and job performance are adversely affected; and salary costs are unnecessarily high insofar as they reflect the employment of unnecessary personnel; and

WHEREAS, an independent committee of Fort Wayne businessmen has conducted an evaluation of the duties performed by each and every employee of the City and of the degree of responsibility exercised in the performance of such duties; and

WHEREAS, an independent committee of Fort Wayne businessmen has further conducted an analysis of the duties and responsibilities imposed upon certain employees of the City by statute; and

WHEREAS, such evaluation and analysis have enabled the Mayor of the City of Fort Wayne to, the Mayor in fact has, prepared a classification of the position of each employee of the City, which classification is based solely upon the aforesaid evaluation and analysis and which has resulted in a system of classification based solely upon objective factors and without regard to personalities; and

WHEREAS, within each such classification there is a schedule of salary ranges which permits an even greater degree of objectivity in fixing salaries by permitting recognition to be given to such factors as the individual employee's experience, special skills and the like; and

WHEREAS, the Mayor of the City of Fort Wayne has fixed the salary of each employee of the City of Fort Wayne according to the aforesaid classification, the result being, a salary schedule which accurately and objectively reflects the duties and responsibilities of said employees and which is fair and equitable and which provides an incentive for persons to seek employment by the City and to remain in such employment once attained.

WHEREAS, the funds for such salaries are to be provided from the 1974 City Budget and other such sources as may be specified by Council.

THEREFORE, be it ordained by the Common Council of the City of Fort Wayne, That:

SECTION 1. That from and after the first day of January, 1974, the following appointive officers, employees, deputies, assistants, departmental and institutional heads of the City of Fort Wayne shall be paid according to the following schedule of salary ranges and position classifications, subject to budgetary provisions and the City's official Salary Administration Plan:

SCHEDULE OF SALARY GRADE

<u>Grade</u>		<u>Fixed</u>
1	\$	6,500
2		7,100
3		7,650
4		8,220
5		8,850
6		9,510
7		10,220
8		10,990
9		11,800
10		12,700
11		13,700
12		14,730
13		15,900
14		17,190
15		18,720
16		20,040
17		21,950
18		24,040
19		26,500
20		29,900

The following paragraphs outline classification groupings based upon common areas of skill and responsibility, and the criteria for assigning positions within a grouping to a specific pay grade:

## CLASSIFICATION GROUPINGS

### I. Management and Finance

- Executive Staff
- Administrative Assistants
- Department Management and Assistants
- Finance Operations
- Budgeting and Accounting
  - Accountant
  - Specialist
  - Bookkeeper
  - Accounting Clerk
- Purchasing
- Legal
- Parks and Recreation

### II. Engineering and Allied

- Engineering Management
- Professional Engineers
- Sub-Professional Engineers
- Draftsmen
- Survey Parties and Inspectors
- Data Processing Specialists

### III. Public Safety

- Fire
- Police
- Weights and Measures
- Emergency Preparedness

### IV. Office and Clerical

- Office Managers
- Executive Secretary
- Secretary A
- Secretary B
- Stenographer A
- Stenographer B
- Clerk Typist A
- Clerk Typist B
- General Clerk A
- General Clerk B
- Receptionist

### V. Public Services

- Utilities
- Street Department

### VI. Trades, Crafts and Labor

- Building Trades
- Machine Shop Trades
- Electrical Trades
- General Maintenance/Custodial and Labor

# ORDINANCE CHECK-OFF SHEET

## INFORMATION REGARDING ORDINANCE

## CONTENTS OF ORDINANCE

BILL NO.	<i>S-73-07-11 (amended)</i>
ORDINANCE NO.	<i>S-84-73</i>
REGULAR SESSION	
<input checked="" type="checkbox"/> SPECIAL SESSION	<i>July 31, 1973</i>
APPROVED AS TO FORM AND LEGALITY	<i>Kell</i>
BILL WRITTEN BY	<i>Controller</i>
DATE INTRODUCED	<i>July 24, 1973</i>
REFERRED TO SAID STANDING COMMITTEE	<i>Design Finance</i>
REFERRED TO CITY PLAN	
LEGAL PUBLIC HEARING	
LEGAL PUBLICATION	
JOINT HEARING	
DEPARTMENT HEARING	
HOLD FILE	
<input checked="" type="checkbox"/> PASS	<i>July 31, 1973</i>
DO NOT PASS	
WITHDRAWN	
SUSPENSION OF RULES	
PRIOR APPROVAL	
ORDINANCE TAKEN OUT OF OFFICE	
OTHER INSTRUCTIONS REGARDING ORDINANCE	
CORRECTIONS MADE TO ORDINANCE	
PEOPLE SPEAKING FOR ORDINANCE	
PEOPLE SPEAKING AGAINST ORDINANCE	

<input checked="" type="checkbox"/>	COMMITTEE SHEET
<input checked="" type="checkbox"/>	VOTE SHEET
	PURCHASE ORDERS
	BIDS
	ORDERS, BIDS OR OTHER PAPERS TAKEN OUT AND BY WHOM
	LETTER REQUESTING ORDINANCE DRAWN UP BY CITY ATTORNEY
	COMMUNICATIONS FROM
	ZONING MAPS
	ABSTRACTS
	TITLES
	PRIOR APPROVAL LETTER

## COUNCILMAN'S VOTE

	AYES	NAYS	ABSENT
BURNS	X		
HINGA	X		
KRAUS	X		
MOSES		X	
NUCKOLS	X		
D. SCHMIDT		X	
V. SCHMIDT	X		
STIER	X		
TALARICO	X		

COMMENTS: